



### Attention Property Owners:

All properties **must be inspected** by the City of Allentown **prior to transfer of title**. Property must comply with the City of Allentown Property Rehabilitation and Maintenance Code and allowable use by the City of Allentown Zoning Ordinance (Bill 109-2007).

The owner **must** call the city for an inspection within 5 business days of offering the property for sale.

### Owner Occupied properties:

(610) 437-7694

### Rental properties:

(610) 437-7694

### Telephone Numbers to Know

Building Permits (610) 437-7591

Buyer Notification

❖ Rental (610) 437-7694

❖ Owner Occupied (610) 437-7694

Disruptive Conduct Appeals

Housing Discrimination (610) 437-7616

Health Nuisance

Complaints (610) 437-7759

Historical Architectural

Review Board (HARB) (610) 437-7613

Housing Complaints (610) 437-7694

Rental Inspections

Rental Registration (610) 437-7695

Section 8 Office (610) 439-8678

Trash, Debris & Weed

Complaints (610) 437-8729

Zoning (610) 437-7630



**[www.allentownpa.gov](http://www.allentownpa.gov)**

## ***CITY OF ALLENTOWN***

### **Guide for Landlords**



### ***Building Standards & Safety Rental Inspection Program***

### ***Hours of Operation 8-4pm***

**641 S 10<sup>TH</sup> Street  
Allentown PA 18103-3173  
Phone (610) 437-7695  
Fax (610) 437-7693**

## **City of Allentown**

### **Landlord Requirements**



- 1.) Register with the Finance department for a **Business Privilege License** with a yearly fee of **\$35.00**.

Finance dept is located at:  
**435 W Hamilton St 2nd Floor  
Allentown, PA 18101**

Any questions about

Business Privilege Licenses:  
please call **(610) 437-7507**

- 2.) Register your property with the Building Standards & Safety Office, Rental Department by filling out the **Rental Registration Application**.

Rental Registration applications are provided online at:  
**www.allentownpa.gov** or at the office and can be mailed back to:

**Building Standards & Safety  
Rental Department  
641 S 10<sup>th</sup> Street  
Allentown, PA 18103**

Or faxed to: **(610) 437-7693**

Any questions on rental registration call: **(610) 437-7695**

- Properties need to be registered with the City of Allentown and provide a **Local Rental Agent** if the owner does not work in Lehigh County or reside in Lehigh County.
- **Yearly rental registration fees** are billed in January.
- Rental Properties are inspected on a cycle depending on the location of the property.
- **Code Summary** is a checklist of what the inspectors look for during a rental inspection.
- **Property Rehabilitation and Maintenance Code Books** are available upon request in the office and online, instructions on how to access the code book online are on the back of the registration application.
- **Proper Permits** must be pulled for work being done on the property

#### **Contacts:**

##### **Building Standards & Safety**

**Dave Paulus**- Director  
Building Standards & Safety  
(610) 437-7690

**Carmen Dragotta**  
Housing Supervisor  
(610) 437-7695

**George Middlecamp**  
Housing Coordinator  
(610) 437-7695

**Bill Harvey**  
Building Inspections  
(610) 437-7591